

I.T. New Employee Checklist

Employee Information

(This form must be completed by the **Supervisor** and submitted to IT 48 hours prior to first day of employment. **We will need 2 weeks to order new equipment.** Please let me know as soon as possible if we need to order equipment.)

Name: _____ Date: _____
 Location: _____ Employee's Phone: _____
 Department: _____ Job Title: _____

Employment Status Information

Employment Status: _____ New Hire _____ Transfer
 Begin Date: _____

Network

(Each full-time employee will be issued a network login which includes a terrehaute.in.gov account. Work on the network may not begin until logins have been created.)

Network IT will set up a one-time password that must be changed after the first login. New passwords must be at least 8 characters long and include three of the following: UPPERCASE, lowercase letters, a number or a symbol; also cannot include part of your first/last name or your last three passwords.

Equipment

(Please check all equipment employee has been issued for personal use)

Need to Order New Computer: YES NO
 Computer Serial Number: _____ PDA Serial Number: _____
 Monitor Serial Number: _____ Laptop Serial Number: _____
 Key Fob ID Card

Software

(Please check all software needed.)

Microsoft Office Standard (includes Excel, Word, Outlook, PowerPoint)
 Microsoft Office Professional (includes Excel, Word, Outlook, PowerPoint, Access and Publisher)
 CUBS Data Med GIS LinkO Tele Staff Track IT Fundware PD Records/CAD

Any Drives/Folders Needed: _____

Special Requirements: _____

Approved by Supervisor: _____ **Date:** _____